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THE SCOTTISH OFFICE

National Health Service in Scotland
Management Executive

St. Andrew's House
Edinburgh EH1 3DG

Dear Colleague

**SCOTTISH HOSPITAL PLANNING NOTE 2:
HOSPITAL BRIEFING AND OPERATIONAL POLICIES**

Summary

1. This letter announces the publication of SHPN2: Hospital Briefing and Operational Policies.
2. This SHPN is the primary document in the series dealing as it does with:
 - the briefing process, through which the purpose and nature of the proposed buildings are made clear, and information required by building professionals to enable them to design a building is assembled;
 - the formulation of operational policies which have a particular affect on the content, working and design of the hospital as a whole.
3. This Note therefore offers essential guidance to everyone involved in the planning of new DGHs and related health care projects and should be of value to both purchasers and providers of such health care.
4. A copy of the Note is enclosed for your use. Further copies are available through HMSO priced at £35.00.
5. There are no Departmental Cost Allowances associated with this Note.

Action

6. This Note is commended to Chief Executives and others with a responsibility for the planning and procurement of new DGHs or related health care projects, to inform their briefing and planning of such projects.

Yours sincerely

H R McCALLUM
Director of Estates

29 September 1993

Addressees

For action:
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